

Attachment C

Common Filing Operations for Amateur Licensees

Amateur licensees may perform some standard functions in the Universal Licensing System, such as the following:

- Search the Amateur database for information about a license or application
- Renew their license
- Change their address
- Renew their license with an address change
- Request a “vanity” call sign.

To conduct a database search operation, you can go to the ULS page on the Internet, www.fcc.gov/wtb/uls

To do any of the remaining tasks, you must dial in as described in Attachments A and B, then go to wtbwww05.fcc.gov. [Note: Internet access to these tasks is coming in late Spring 2000.] On this page, choose **Online Filing** and enter your information. On the next screen, select your call sign and proceed as described in the sections provided in this document.

Searching the Amateur Database For a License or Application

To query the Amateur database, which is now a part of the FCC's Wireless Telecommunications Bureau's Universal Licensing System, go to www.fcc.gov/wtb/uls and click the **License Search** or **Application Search** button at the left (you may have to scroll down). On the next screen, select *General* for the Search Type. The status of an application is found under Application Search.

You may query by any of the fields on the next page. However, to limit your search to Amateur licenses or applications, you should select either *HA – Amateur*, or *HV – Vanity*, or both, in the Radio Service Code menu.

If querying by Licensee Name, type the name you want, as in the following examples:

Smith
Smith, Robert
Smith Jr
Smith Sr
Smith Jr, Robert

The system does not accept punctuation within a name, however. Thus, to search for a name that is hyphenated (such as Smith-Jones) or includes an apostrophe (such as O'Brien), you should use the percent sign (%) wildcard character. You could, for example, type **%Brien** in the Licensee Name field. For McCormick or a similar name, please try **%Cormick**. Within the database, names of this kind may be in several formats, such as *O Brien* or *Obrien*. Using the wildcard character will locate the name regardless of how it is stored in the database.

Renewing a License

You can renew your license at any time within 90 days of the expiration date for the license. To renew your license:

1. Choose **Renewal Only** for the Purpose of Application.
2. Click the Select for Renewal box for the appropriate call sign.
3. Type the information at the bottom and click the **Continue** button.

Changing an Address

To change an address associated with a license:

1. Choose **Administrative Update** for the Purpose of Application.
2. Click the Select for Update box for the appropriate call sign.
3. Type the information at the bottom and click the **Continue** button.
4. On the next screen, make your address change and click **Continue**.

Note: Administrative Update may also be used to change your name, phone, fax, and e-mail information, and there is no application fee associated with Administrative Updates.

Renewing a License and Changing an Address

You can renew your license at any time within 90 days of the expiration date for the license. There are two ways to renew your license and change your address. You can either submit a renewal and address change in one operation or you can perform these operations separately.

Combined Renewal and Address Change Operation

To submit a renewal and address change in a single operation:

1. Choose **Renewal/Modification** for the Purpose of Application. With this purpose you must ensure you are within 90 days of expiration or your application will be dismissed in the FCC's nightly processing.
2. When the FCC 605 screen appears, answer questions 7 and 8 and then click the **Next Page** button.
3. On the *Applicant* screen, make your address changes and then click **Next Page**.
4. Fill out the information at the bottom of the *General Certification Statements* screen, then click **Next Page**.
5. On the *Amateur Data* screen, choose **No** for the answer to question D1 at the top and then click the **Save** button.
6. Click the **Submit** button.

Separate Renewal and Address Change Operations

Alternatively, you can renew your license and change your address by doing the preceding two operations. That is, submit a change of address using **Administrative Update**, then renew your license using **Renewal Only**.

Requesting a Vanity Call Sign

To request a vanity call sign:

1. Choose **Modification** for the Purpose of Application.
2. When the FCC 605 screen appears, answer questions 7 and 8 and then click the **Next Page** button.
3. On the *Applicant* screen, click **Next Page**.
4. Fill out the information at the bottom of the *General Certification Statements* screen, then click **Next Page**.
5. On the *Amateur Data* screen, choose **No** for the answer to question D1 at the top and then click the **Save** button.
6. Click the appropriate button under Vanity Call Sign Change.
7. Type the vanity call sign you want in data entry field 1 at the bottom. You should also type several alternative vanity call signs in the other data fields – in your order of preference – in case the one you want has already been assigned.
8. Click the **Submit** button.